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STATINTL

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26 April 1963

MEMO FOR: The Record

Minimal Awards Meeting held on 26 April 1963 in
Room 5 E 62, Headquarters. The meeting was chaired by

attended.

A total of 8 cases considered.

Approved - 4 Cases for a total of \$150.00 Cash
- 4 Certificates of Appreciation

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-42: dated 31 August 1962

STATINTL [REDACTED], Night Security Officer, GS-9
OS, DD/S

A. Summary of Suggestion

Sugester proposed the revision of Agency Form 219 "Security Violation Report" to include a check list type of report over the present narrative report. He also proposed the printing of Form 219 in a four part carbon-interleaved set.

B. Summary of Evaluations

In August 1962 and January 1963, Chief, Physical Security Division, OS, disapproved the proposal regarding the revision of Form 219 which constituted the check list type report because "experience has shown that the significant data reported by the Night Security Officer cannot be stated in stereotyped manner, but must be narrated in each case. Use of the interleaved one-time carbon set of this form was approved.

On 30 January 1963, Records Management Officer, OS, reported that the portion of the suggestion proposing revision of the form does not provide an improvement worth adopting. Although the suggestion includes much new data in a check list arrangement, most of it is not needed or used in processing security violations. The portion regarding the use of the carbon interleaving will be adopted when Form 219 is reprinted within the next three months.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

[REDACTED]
Chairman, Suggestion Awards Committee

C of A
Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-112: dated 16 November 1962

STATINTL [REDACTED], Secretary, GS-7
OGC, O/DCI

A. Summary of Suggestion

Suggerster proposed that a plastic pocket-type holder with the metal clip attached be used for CIA badges. The plastic holder eliminates the wear and tear on the badge and saves cost of frequent replacement.

B. Summary of Evaluation

Chief, Building Security Branch, OS noted that the suggestion would be adopted and reported on 8 March 1963 thatthe procurement request had been forwarded.

Surveys have shown the minimal cost for replacement of a badge to be approximately \$2.00 each; whereas, the cost of the badge holder is 28¢.

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OS reported that this suggestion was not original but they did not adopt the badge cover idea earlier because consideration was being made for the installation of a badge check machine, which now has been delayed indefinitely. This suggestion came at an opportune time and OS decided to adopt it.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50 Award based on Intangible Benefits (SLIGHT/LOCAL).

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$50.00

Award

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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-125: dated 3 December 1962

STATINTL

[REDACTED] Accounting Asst., GS-5
Comptroller, O/DCI

A. Summary of Suggestion

Sugester proposed that a standard form be created and used by all Agency Administrative Offices in submitting requests for changes in due dates established for accounting purposes.

B. Summary of Evaluation

STATINTL 1 February 1963, Comptroller's Office reported that although the suggestion as presented is not being adopted, action is being taken to revise paragraph 67b (3) of [REDACTED] to provide for a memorandum covering the points mentioned in the sugester's form to be prepared by the component requesting the change in due date and submitted to the Chief, Finance Division.

The Handbook has been changed to adopt this idea.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLIGHT/LIMITED).

D. Decision of Chairman

STATINTL [REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 63-160: dated 21 January 1963
[REDACTED], GS-12
OS, DD/S

25X1A

A. Summary of Suggestion

BACKGROUND: Aperature cards containing microfilm reproduction of documents in RID's WALNUT System are sent to the requestor in glassine envelopes. The envelope contains a green IBM card with requestor's name and address appearing in the envelope's window. Subject of the name check appears in the upper left-hand corner of the green IBM card, and cannot be seen until the IBM card is removed from the envelope.

Sugester proposed that the Subject of a name check in RID be inserted on the green IBM card either below or above the requestor's name so that it can be seen in the window of the glassine envelope. The proposed change permits the establishment of an alphabetical file on the subject name check while cards remain in envelopes, saves time by eliminating the removal of the IBM cards from envelopes and achieves faster processing of the cases.

B. Summary of Evaluation

Chief, DDP Systems Group reported that action has been taken as a direct result of this suggestion. New forms are in the process of being designed and enough of the subject will show through the envelope window providing the benefits noted by the suggester. The benefits from this suggestion are intangible and will facilitate the work of those who do a large volume of name tracing.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

25X1A

[REDACTED]
Chairman, Suggestion Awards Committee

C of A
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SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 63-189: dated 15 February 1963

[REDACTED], GS-7, Commo Tech Crypt
OC, DD/S

STATINTL

A. Summary of Suggestion

Suggester designed and fabricated a teletype tape take up handle. The proposed cylindrical shaped rewind handle is used to rotate or spin the tape take-up reels when refilling is required and this handle completes the rewinding process ten times faster than the present manual method.

B. Summary of Evaluation

Chief, Signal Centers, OC reported that the idea of using a cylindrical shaped object to rotate the M-28 tape reel during the rewind process is not original as this operation was previously accomplished by using a pencil or similar shaped object. The handle which was fabricated by the originator of this suggestion is a refinement and improvement of an existing method of operation.

Various methods of manually rewinding tape have been considered, and efforts are presently underway to obtain a motorized rewind reel that is specifically designed for the rewind process.

Although the handle described in this suggestion is not original in theory, it has been of value in its applied use and will be used until a motorized or more effective manual rewind procedure can be devised.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

C. O. A
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SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 63-207: dated 14 March 1963

STATINTL

[REDACTED] Microphotographer, GS-6
OCR, DD/I

A. Summary of Suggestion

Suggester proposed the installation of a film guide roller attachment on the aperture card mounters. Originally the film had to be guided into position by forcing it into place with a finger or pencil eraser. The proposed attachment eliminates the "finger-seating" of film when it enters the mounting area and expedites the mounting operation.

B. Summary of Evaluation

1 April 1963, Chief, Microphotography Branch, OCR reported that the film guide roller attachment was adopted by Machine Division, and was installed on three aperture card mounters in March 1963. The attachment resolved the problem of film binding when moving the film into the mounting position.

Adoption of this suggestion resulted in the following benefits:

1. Creates a smoother and faster operation.
2. Avoids finger prints and scratches on film.
3. Increases efficiency.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 based on Intangible Benefits (SLIGHT-LOCAL)
3. Referral to NSA.

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$25.00
Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 63-216: dated 11 January 1963

STATINTL [REDACTED] Secretary, GS-7
OTR, DD/S

A. Summary of Suggestion

Suggerster proposed that more ledges, with mirrors above, be installed in the anterooms of the ladies' restrooms and that wall coat hooks also be provided. Suggerster explained that most offices lose some 15 minutes of starting time each morning because women go to their office first to deposit their coats etc., instead of stopping off on their way to their desks.

B. Summary of Evaluation

OL reported that work orders will be prepared requesting the installation of shelves over rows of wash basins and installation of coat hooks in the lounge rooms. Additionally, the Building Services Officer was requested to provide anterooms with six garment costumers and to assure that there is a settee and occasional chair in each of the lounges.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. Certificate of Appreciation

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

Copy A
Award

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SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

SUGGESTION NO. 63-227: dated 10 October 1962

STATINTL

[REDACTED] Clerk Typist, GS-4

OS, DD/S

A. Summary of Suggestion

Suggerster devised a Lost and Found Badge Notification Form which serves as a written formal notice to the U. S. Special Police of badges reported lost or stolen, in place of the current oral notification system. The eight-part form notifies all posts of specific Badge Actions with a record copy requiring no added posting actions. The forms are pre-addressed ensuring total accurate coverage and permits use of window envelopes eliminating preparation of further addressing of envelopes.

B. Summary of Evaluation

5 Dec 1962, Chief, Physical Security Div., OS reported that the suggested Lost and Found Badge Notification Form has considerable merit and will be adopted as soon as the necessary forms have been provided.

4 March 1963, OS/RMO reported that the forms were ordered and the improved procedure went into operation in the Building Security Branch, 26 February 1963. This improvement provides a more efficient control on Lost and Found Badges and indirectly influences the effectiveness of some 150 guard posts.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$50.00 Award based on Intangible Benefits (SLIGHT- LOCAL)

D. Decision of Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$50.00
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